



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## MOUNTED PATROL CAPTAIN

Job Number: 20000686

Job Code: 23530V161016

Job Group: 2300 - POLICE PROTECTION

Job Established: 07/16/1986

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Is responsible for the administration and supervision of the mounted patrol program and other related law enforcement activities for the Kentucky Horse Park; and performs other duties as required. (Employees in this job title must be able to ride horses in carrying out their duties.)

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in criminal justice, law enforcement or a related field.

#### **EXPERIENCE:**

Must have four years of law enforcement experience as a sworn police officer.

#### **Substitute EDUCATION for EXPERIENCE:**

Current certification as a law enforcement officer by the Kentucky Law Enforcement Council will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Experience as a sworn police officer will substitute for the required education on a year-for-year basis.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must be twenty-one years of age. Employees in this job title are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered by the Kentucky Law Enforcement Council. Must maintain any required licensure(s), certification(s), or other

credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <http://www.lrc.state.ky.us/KRS/015-00/382.PDF>

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns, and supervises Mounted Patrol Officers at the Kentucky Horse Park. Develops and recommends policies regarding the mounted patrol operation to the Executive Director of the Horse Park. Develops and implements operational policies of the mounted patrol force. Makes recommendations regarding personnel matters such as employment and takes disciplinary actions. Prepares work schedules and time sheets for the mounted patrol force and issues equipment. Makes requests for materials and equipment. Monitors budget items utilized for law enforcement purposes. Prepares reports, conducts performance appraisals, and maintains operational records. Implements and approves training for mounted patrol officers. Participates in and conducts highly sensitive security investigations. Cooperates with event coordinators in providing security for special events. Cooperates with cabinet officials and other law enforcement agencies on special events. Promotes and maintains positive public relations. Rides horses as part of the mounted honor guard and in other assigned activities.

**UNIQUE PHYSICAL REQUIREMENTS:**

The park and grounds will be patrolled by employee either by walking, on horseback or operating a motor vehicle. Must be able to carry and fire weapons. Must have the ability to lift bales of hay and work with horses.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work outdoors in a variety of climatic conditions. Employees in this job title are subject to being available twenty-four (24) hours a day. Must have the ability to answer questions from park visitors and provide information on park activities.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*